

Document Title: CAPALC Membership Agreement (Draft Summary)
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**MEMBERSHIP AGREEMENT (Draft for Consultation)
BETWEEN
CAMBRIDGESHIRE & PETERBOROUGH ASSOCIATION OF LOCAL COUNCILS (CAPALC)
AND
CAMBRIDGESHIRE & PETERBOROUGH MEMBER COUNCILS**

Introduction

This Agreement sets out the support Cambridgeshire and Peterborough Associations of Local Councils (CAPALC) and its parent organisation the National Association of Local Councils (NALC) provides for member councils and clerks and what membership entails.

A Local Perspective

CAPALC and the Society of Local Council Clerks (SLCC) Cambridgeshire Branch both recognise each other's organisation and the joint work and support for Parish, Town and Community councils and clerks each does across Cambridgeshire and Peterborough.

CAPALC is not a businesses but a membership organisation, a collective strength and a representative voice for parish and town councils with the District, County and Unitary Authority.
A truly Local Partnership

CAPALC and SLCC jointly promote each other's work and co-operation and promote councils to invest in joint membership of both CAPALC and SLCC.

In partnership with the principal authorities CAPALC, SLCC and Cambridgeshire branch of Action for Communities In Rural England (ACRE) work to represent and deliver change for the good of the sector.

What sets CAPALC apart from others in the sector?

Being affiliated to NALC, a national presence with the ear of government, it allows CAPALC to cover an extremely broad range of topics for our members.

For example:

- The county association (CAPALC) is the voice that represents you at a truly local level with District, County and Unitary authorities and service organisations.
- We campaign for parish and town council to have representation through CAPALC or appointed representatives to have a seat on a number of local bodies.
- The success of the free to attend Annual Parish Conferences is due to the work of CAPALC and its members engaging in dialogue with the principal authorities.
- CAPALC has an officer based in the county with specialised local knowledge and contacts.
- As part of membership of CAPALC we can attend your council meetings or meet for one to one sessions with your clerk and/or chairman without charge
- Councils with ongoing issues have the re-assurance from CAPALC of an out-of-hours telephone number. We know the problems don't stop when the normal working day ends.
- The Board of Management of CAPALC is made up of experienced local councillors working on your behalf.
- The income CAPALC receives from you is re-invested in the sector locally and nationally to benefit you and your community

The National Perspective

The National Association of Local Councils (NALC) lobbies government on issues that affect the parish and town council sector.

A national protocol was agreed in October 2014 between the National Association of Local Council (NALC) together with the independent County Associations (ALCs), and the Society of Local Council Clerks (SLCC) and its County Branches.

The National Association of Local Councils (NALC)

- Is the only national body in constant contact with and able to represent the views of the parish and town council sector with Government and its agencies
- Is the only national body campaigning and lobbying on behalf of its member parish and town councils
- Provides membership of NALC to parish and town councils via membership of local County Associations
- Provides member councils via County Associations with legal advice from NALC solicitors who are experts in parish and town council law and practice
- Provides a wide range of Legal Topic Notes, Legal Briefings and other written documentation free to member councils
- Provides a national website www.nalc.gov.uk open to member councils, clerks, chairmen and councillors
- NALC is unique in participating end to end in the development of and offering access and support to all councils on:
 - The Public Works Loan Board Scheme
 - Local Council Awards Scheme
 - Audit Arrangements for Smaller Councils Scheme
 - Standing Orders for Local Councils
 - Financial Regulations
 - Local Councils EXPLAINED published by NALC and written by NALC head of legal services
 - NALC Legal Topic Notes direct from the NALC Legal Team
 - NALC Briefings direct from the NALC Legal Team
 - NALC's Direct Information Service (DIS)
 - Local Council Review Magazine (LCR)

CAPALC and NALC, our national affiliated body, provide affordable expert advice, support, training and mentoring to Cambridgeshire and Peterborough parish, town and community councils.

Membership of CAPALC includes membership of NALC.

CAPALC's remit is defined by you, the members

Our commitment is to provide a range of advice and professional services to member councils in an efficient and timely manner through our telephone and email helpdesks on topics such as :

- Local Council Awards Scheme
- Public Works Loan Board Finance
- Grant funding via CAPALC and NALC
- Council Statutory Powers and Duties
- Council and Committee Meeting Procedures
- Councillors Code of Conduct
- Councillors Declarations of Interest
- Council Budgets, Precepts and Finance
- Agendas and Minutes

- Risk Management
- Employment, Staff Contracts and Job Descriptions
- HR and Disciplinary Procedures
- S106 Agreements
- Community Infrastructure Levy
- Neighbourhood Planning and the implications for Councils
- Working with the Planning Process
- Responding to Planning Applications
- The Localism Act and the opportunity and challenges for Parish and Town Councils
- Assets of Community Value
- Right to Bid or Challenge service provision
- Right to build and Community Land Trusts
- General Power of Competence

The CAPALC Member Council's remit

As a member of CAPALC your council agrees that its members will:

- Abide by the council's Code of Conduct and the 7 Nolan principles of Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership
- Have a training budget for councillors and council staff
- Maintain good standards of governance and financial control of public funds
- Be open and transparent in how it conducts its meetings and dealing with the public
- Ensure all council staff have a contract and job description and receive regular appraisals
- Nominate a voting member for CAPALC AGM's and other Association meetings
- Provide CAPALC with up to date full contact details of Clerk and Council Chairman
- Provide a list of councillors on your council with email address and phone number (mobile preferred) where they exist so we can advise of free training and development opportunities or changes where they occur

Summary of advice and Support topics

The list of support topics is driven by you and reflects your needs as enablers for your community.

Your membership of CAPALC includes membership of NALC and the cost of our advice and support is included in your membership fee on the basis of a fair use arrangement

In long running and complex situations we offer additional discounted paid professional assistance to ensure the best outcome for the council.

A more comprehensive list of services, advice, support and training topics from CAPALC and NALC to help enable your council to conduct its business in the best interests of your council and your community is contained in Appendix 1

Appendix 1 – Summary list of services, advice, support and training topics

Legal

Agricultural Holdings Act	Agricultural Tenancies Act	Alternative names for councils
Basic Charity Law	Business Tenancies	Bye-laws
Celebrations	Claiming Ownerless Land	Committee Meeting Procedures
Community Governance Reviews	Control of Dogs	Control of Litter
Copyright	Council Business and Law	Council Meeting Procedures
Councils as Landowners	Data Protection	Declarations of Interest
Documents and Records	Disclosure of Interests	Disposal of Land
Ditches and Water Courses	Easements over Land	Elections
Freedom of Information	General Power of Competence	Information Law
Land and Property	Leases and Licenses	Legal Proceedings
Lobbying Government	Non Councillors	Occupiers Liability
Parish Meetings	Policing your area	Private Access to Council Land
Protection of Common Land	Ownerless Common Land	Public Enquiries
Public Rights of Way	Registered Land	Right to Bid/Challenge services
Royal Visits	Service Contracts	Statutory Powers and Duties
Temporary Use of Allotment Land	Titles of Dignity	Transparency Code
Trespass to Land	Village Greens	

Finance

Finance Introduction	Bank Reconciliation	Budgets
Cheque Payments	Councillors' Allowances	Electronic Payments
External Audit	Finance and the role of the RFO	Finance for Councillors
Financial Regulations	Finding Funding and Grants	Internal Audit
Investment Planning	Local Councils and VAT	New Councils Fund
Public Works Loan Board	Section 137 Payments	Transparency Fund
Writing Funding Applications	Year End	

Human Resources

Appraisals for Council Staff	Anti Social Behaviour	Code of Conduct
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Contracts of Employment	Defamation	Disability Discrimination
Disciplinary Procedures	Discrimination	Early Retirement
Employment Matters	Equality	First Line Conflict Resolution
Harassment	Health and Safety	Hiring Staff
Human Rights	Illness	Interviewing
Job Descriptions	Negligence	New Clerk Induction
New Councillor Induction	Nuisance (Private)	Nuisance (Public and Statutory)
Pensions	Policies	Professional fees
Race Discrimination	Retirement Payments	Salary Reviews
Sex Discrimination	Termination of Employment	Tribunals

Facilities

Allotments	Asset Transfer	Assets of Community Value
CCTV	Clean Neighbourhoods	Community Buildings
Community Transport Schemes	Crime and Disorder	Energy performance
Football and Cricket Fields	Highways	Markets
Multi Use Games Areas	Neighbourhood Watch	Open Spaces
Pavilions	Playgrounds	Play and Sports Equipment
Provision of Parking Spaces	Skate and BMX Parks	Straying Animals
Street Naming and Numbering	Sports and Recreations	Tools Training for Ground Staff
Tree Management	Village Greens	Village Halls
Warden Schemes	Wheel Clamping	

Planning

Agricultural Land and Buildings	Building Control Enforcement	Community Infrastructure Levy
Community Land Trusts	Neighbourhood Plans	Responding to Planning
Right to Build	Section 106 Agreements	The role of Local Councils

Ecclesiastical

Burials and Burial Grounds	Cemeteries	Church Buildings
Church Clocks	Closed Churchyards	Disused Burial Grounds
Gardens of Remembrance	Graves	Grave Stones
Monuments	Tombstones and Memorials	War Memorials